



BYLAWS

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ANCHORAGE ALASKA BED AND BREAKFAST ASSOCIATION BYLAWS

Article I -- Name, Mission, Purpose, and Definition _____

Section 1 Name

The name of this organization shall be Anchorage Alaska Bed and Breakfast Association also known as AABBA, herein referred to as “the Association.”

Section 2 Mission

The Association is committed to promoting the bed and breakfast industry for the benefit of its members and the community and to support its B&B members providing quality service to their guests. The Association is an organization of volunteers where members participate collectively for the benefit of the entire membership through their volunteer service and paid membership fees.

Section 3 Purpose and Operating Philosophy

- a. To provide a forum for mutual support, communication and encouragement for hosts and others with interest in the accommodation industry.
- b. To promote integrity in the bed and breakfast industry through high standards, business ethics, and self-regulation.
- c. To represent the bed and breakfast industry in the local and state political arenas, including the legal process and matters of public regulation.
- d. To promote public awareness, community involvement, consumer protection, and environmentally sound practices.
- e. To provide continuing education and resources for hosts and others with interest in the bed and breakfast industry.
- f. To develop, disseminate and coordinate marketing opportunities for the benefit of Association members.
- g. To promote the bed and breakfast industry for the mutual benefit of all Association members and the community.
- h. It is the intent of the Association that the decisions and direction of the Association are governed by the membership at large. These Bylaws shall form the framework for those decisions. Each member shall function with ethical representation of the intent of the written and documented record of the Association.

Section 4 Definitions

- a. A Bed and Breakfast (B & B) member is defined as a homestay where the host offers one or more rooms for a daily or weekly rental. The B & B shall offer/provide breakfast for guests. The B & B shall have a common area where the guest may interact with the host. A host/owner or manager shall live in the dwelling at all times when a room is rented.
- b. An Associate Member is a business that provides a tourism product or service, or provides a service for the bed and breakfast industry.
 1. Travel Partners - provide services to guests
 2. Short Term Rentals - a non-B&B accommodation for travelers
 3. Service Partners - businesses that support B&Bs

Commented [MR1]: Replaces 'vacation rentals' for greater inclusivity

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Article II -- Membership, Privileges, and Standing

Section 1 Membership Eligibility

- a. *A Bed and Breakfast (B & B) Membership:* Individuals who host a bed and breakfast enterprise within the Municipality of Anchorage which
 1. Meets the requirements of the Municipality in renting out rooms for temporary lodging and
 2. Meets the definition of a bed and breakfast as adopted by the Association (see Article 1, Section 4) and
 3. Fulfills the requirements of the standards, ethics and peer review process as approved and administered by the Association.
- b. *An Associate Membership:* A business that provides a tourism product or service, or provides a service for the bed and breakfast, accommodations, or tourism industry.

Section 2 Membership Requirements

- a. To be in good standing, a bed and breakfast (B & B) member must:
 1. Be a bed and breakfast enterprise as defined in Article 1, Section 4.
 2. Meet all the requirements, including peer review by the Standards and Ethics Committee.
 3. Pay the annual dues and any required fees by the stated due dates.
 4. Supply all appropriate forms and copies of all current licensing, permitting and insurance documents required to operate the facility and any other documentation as the Association may require.
 5. Volunteer and participate in earnest annually in committee responsibilities.
 - a. *Ad Hoc Committees:* From time to time, the president may create an ad hoc committee pertaining to a special issue and appoint someone to lead the committee.
 - b. *Board of Directors:* Positions on the board are both elected and appointed. Members are asked to consider accepting this honor at least once over the term of their continuing membership.
 - c. *Bylaws Committee* The purpose of this committee is to periodically evaluate the Association Bylaws and propose updates.
 - d. *Community Service Committee.* The primary function of this committee is to plan and coordinate community events, fund-raising activities, and the Association's contributions to the community.
 - e. *The Executive Committee,* comprised of the Past-President, President, Vice-President, Secretary, and Treasurer addresses grievances, oversees elections, and advises on other matters pertaining to the oversight of the organization.
 - i. The Past-President has non-voting status,
 - ii. If duties of a Treasurer are provided by Bookkeeping Contractor, no Treasurer will serve on the Executive Committee.
 - f. *Finance Committee:* The primary function of this committee is to propose and monitor the annual budget and to oversee the audit of the annual books of the Association.
 - g. *Hotline Committee:* The primary function of this committee is to plan, train and schedule volunteers, and coordinate the hotline process.
 - h. *Membership Committee.* The primary function of this committee is new member recruitment, retention, record keeping, and communication.

Commented [MR2]: Clarifying note

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Commented [MR3]: This note will be repeated throughout the document to explain how AABBA functions. The concept of Treasurer remains in the Bylaws so that, if the association ends its relationship with a contracted bookkeeping agency, the association will have the ability to elect a Treasurer without revising the Bylaws to restate the role of a Treasurer.

From Marilyn - we have 18 members and 9 committees, not including the Board and the Executive Committee. Perhaps we could consolidate Community Service activities under the Board (they would need to be sanctioned by the Board anyway) and Hotline under membership as a member service?

- i. *Nominating Committee*. The primary function of this committee is to contact and verify that candidates for board positions meet requirements and agree to serve.
 - j. *Program and Education Committee*. The primary function of this committee is to plan and organize meetings and events.
 - k. *Publicity/Website Committee*. The primary functions of this committee are to perform various marketing and promotional tasks, write/edit newsletters/blogs, monitor the Association's Internet presence including its website and its statistics, and issue public announcements.
 - l. *Standards and Ethics Committee*. The primary functions of this committee are to perform on-site peer reviews and to oversee processing of complaints pertaining to member bed & breakfasts.
- b. Associate Memberships
1. Supply the Association with company information, completed application, and fees.
 2. Applications will be reviewed by the Board. Final approval will be decided by the Board's vote and results are recorded at the next Board meeting.
 3. Pay the annual dues and any required fees by the stated due dates for renewal.

Section 3 Membership Dues and Fees

- a. Dues and fees are determined by the Board.
- b. Members may have additionally owned accommodation enterprises individually listed at published membership dues and fees as determined by the Board.

Section 4 Membership Benefits and Privileges

- a. Bed and Breakfast (B & B) membership:
1. B & B members are entitled to attend meetings, make motions, vote, hold office, chair and serve on committees and participate in Association activities.
 2. B & B members are entitled to orientation to gain insight into the Association as a professional organization.
 3. B & B members will receive a Certificate of Membership and have access to various online membership publications and other resources.
 4. B & B members are entitled to use the Association logo and mention affiliation with the Association in advertising and promotion in connection with their B & B so long as membership status is current.
 5. B & B members are entitled to list their B & B in all the Association Membership Directories and participate in all marketing programs, including the Association website and social media.
 6. Each B & B membership may have up to two (2) participating members, who are required to be registered with the Association as B & B hosts as identified on the membership application.
 7. Each B & B membership is entitled to only one vote.
 8. B & B members are requested to link their website to the Association website.
 9. Additional benefits may be made available by action of the Board.
- b. Associate Membership:
1. Associate members shall be listed with a narrative of services and a picture/logo on the Association website.
 2. Associate members are entitled to a link on the Association website. Some restrictions may apply for Associate links as determined by the Board.

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Commented [MR4]: Written to parallel AT/PS and to provide inclusivity of membership. If approved, this change may affect both the Peer Review document and the Membership forms. Edits to those documents will become a separate project, as they are procedural in nature.

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3. Associate members are requested to link their website to the Association website.
4. Associate members are entitled to use the Association logo and mention affiliation with the Association in advertising and promotion in connection with their business so long as membership status is current.
5. Associate members may attend AABBA seminars and functions of the Association.
6. Associate members may attend meetings of the Association and may be invited as non-voting participants in committee meetings.
7. Associate members shall have an opportunity for an annual product or service presentation.
8. Associate members shall have an opportunity to display their literature in the vendor display area at events.
9. Associate members may display their annual Association membership certificate.
10. Associate members promote member B and Bs as great options for lodging.
11. Additional benefits may be made available upon approval of the Board.

Section 5 Memberships in Good Standing

- a. Bed and Breakfast (B & B) Membership:
 1. B & B memberships are in good standing as long as the criteria set forth in the following areas are continually met: *Definition*: (Article 1, Section 4a), *Membership*: (Article II, Section 1a) and 2a). *Renewal* (Article II, Section 6a), and *Dues* (Article III, Section 1).
- b. Associate Membership:
 1. An Associate Member is in good standing as long as all the criteria in Article II, Section 2b above are met and upon continuing approval by the Board.

Section 6 Renewal

- a. Bed and Breakfast (B & B) memberships:
 1. All renewing members must submit an annual application postmarked by December 31 with the appropriate forms, dues, fees, and copies of current licensing, permitting and insurance documents required to operate the facility and any other documentation as the Association may require.
 2. Dues paid for initial membership granted from September 1 through December 31 shall be applicable for the following calendar year.
 3. Peer reviews for renewing members shall be conducted every other year, not more than 60 days before nor 60 days after the established membership date or on a permanently reassigned date by the Peer Review committee with the advice and consent of the Board.
 4. Membership date shall be established as the date of initial acceptance as a member.
 5. A member whose dues are 60 days in arrears shall forfeit membership. Membership may be reinstated by full payment of dues within that fiscal year. A fee will be charged to be reinstated onto the website, to be determined by the Board.
- b. Associate Members:
 1. Dues shall be paid by renewing members and annually postmarked by December 31 for the following year.
 2. Dues paid for initial membership granted from September 1 through December 31 shall be applicable for the following calendar year.

Commented [MR5]: This has been the annual Vendor Fair, not held I 2019. However, in 2019, an alternative was offered to AT/Ps for collection during the Frontline Trade Show and distribution of their 2019 materials within two weeks. Further, AT/Ps may submit draft blogs for editing and promotion via the AABBA blog.

Commented [MR6]: Removed phrase – cleanup only; no change of intent

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Commented [MR7]: Refer to notes in section 3 regarding statement of the fiscal year; review comments by Membership Chair for all aspects of timing; also Bookkeeping Contractor input

Commented [MR8]: Refer to notes in section 3 regarding statement of the fiscal year

Commented [MR9]: Editing – or should be of

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3. An Associate member whose dues are 60 days in arrears shall forfeit membership. Membership may be reinstated by full payment of dues within that fiscal year. A fee will be charged to be reinstated onto the website, to be determined by the Board.

Section 7 Termination of Memberships

a. Bed and Breakfast (B & B) Memberships:

1. Termination of membership may be recommended to the Board by the Treasurer/Bookkeeping Contractor or Standards and Ethics Committee if non-compliances or complaints have occurred.
2. By a majority vote of the Board, a B& B membership may be suspended while any of the requirements as defined in Article II, Section 5a are not being met. All benefits will automatically be suspended 30 days after written notification of noncompliance to any requirement with the exception of approved extensions.
3. Membership shall be forfeited after 60 days of non-compliance with any of the above requirements. The Board has the authority to override this requirement following review of an appeal made by the B&B.

b. Associate Members:

1. The Board has authority to terminate an Associate Membership when a business no longer offers a product or service to the bed and breakfast accommodations and tourism industry or has in some way disparaged the industry.

Section 8 Ethical Standards

Members are entitled to be treated with respect, confidentiality of records, and expedient, equitable and amiable settlement of complaints. When applying or renewing membership it is expected that individual members shall be truthful and give full disclosure to the Standards and Ethics Committee Peer Review and to Board-directed inquiries of perceived irregularities between an individual's operation and regulatory standards. If the individual member can offer the Peer Review (or the Board) a rationale for the irregularity, the Association may accept the individual's word in the matter and make record of the fact. The Association is not an enforcer for the City or the State. However, if a party continues to press a complaint after an explanation has been tendered, this behavior is considered unethical harassment. The party may face censure, including possible forfeiture of membership.

Article III -- Dues and Finances

Section 1 Dues

- a. The fiscal year will be from January 1 to December 31.
- b. Dues will be paid by all renewing members on an annual basis by January 1st for that year.
 1. Annually, the date by which renewals must be postmarked will be published by the Board.
 2. Invoices for renewals will be distributed 30 or more days prior to the postmarked deadline of December 31.
- c. Dues paid for initial membership granted from September 1 through December 31 shall be applicable for the following calendar year.
- d. A member whose dues are 60 days in arrears shall forfeit membership. Membership may be reinstated by full payment of dues plus any required fees as determined by the Board.

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Commented [MR10]: Andrew Frakes, owner of the contracted bookkeeping service, presented 1/19 to the Board that the fiscal year dates do not complicate the financial reports. He can provide documentation of monies received in one year along with membership and assets that accrue to the following year (money paid in December applies to the following year). Use of the calendar year enables the association to handle renewals and related services to AT/PS such as website listings prior to the opening of the season and in tandem with the period during which travelers may plan their accommodations and activities [usually observed in the First Quarter of the year].

Commented [MR11]: Permits selection of a work day rather than a weekend or holiday.

Section 2 Finances

- a. All members of the Executive Committee (see Article IV, Section 1c) shall be authorized to sign checks. All checks shall require two signatures other than those of Treasurer or person affiliated with the Bookkeeping Contractor.
- b. Published and Board approved budgeted items are not required to have further authorization.
- c. Authorization by the Board shall be required for special projects with expenditures of more than \$150.

Commented [MR12]: Provides accountability. "It's also customary for nonprofit boards to have a policy that the treasurer either receives and reconciles bank statements or has check-writing privileges, but not both. For the purposes of accountability, it's good practice for nonprofit organizations to require two signatures, which are usually the signatures of two officers" - <https://www.boardeffect.com/blog/checklist-nonprofit-treasurer/> (and The Foraker Group)
 In AABBA, the treasurer has historically reconciled the books. This duty transferred to contracted bookkeeping service; therefore, the service may not write checks.
 Comment- for purposes of practicality, most non-profits set a threshold which requires two signatures. Small checks (i.e. under \$50, don't require two signatures.

Article IV -- Officers and Board of Directors

Section 1 Leadership

- a. Elected officers of the Association shall be: President, Vice-President, Treasurer, Secretary, Membership Chair, Publicity/Website Chair, Standards and Ethics Chair, Hotline Chair, and Community Service Chair. The elected officers shall be the Board of Directors (herein referred to as "the Board").
- b. The outgoing President shall serve as Past-President for one year.
- c. The Executive Committee shall consist of the Past-President, President, Vice-President, Secretary, and Treasurer.
 - a. If a Bookkeeping Contractor serves the duties of the office of Treasurer, the Executive Committee will operate without a Treasurer.

Commented [MR13]: Increase from \$100 to \$150 due to increased cost of goods

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Commented [MR14]: This phrase relates to discussion of person/agency that provides bookkeeping for the association: This note will be repeated throughout the document to explain how AABBA functions. The concept of Treasurer remains in the Bylaws so that, if the association ends its relationship with a contracted bookkeeping agency, the association will have the ability to elect a Treasurer without revising the Bylaws to restate the role of a Treasurer.

Section 2 Qualification of Officers

- a. An officer must be a Bed & Breakfast member of the Association in good standing for a minimum of one year (Article 2 section 1a).
- b. There shall not be two officers from one B & B serving concurrently in voting positions. However, two from one B & B may share the role and tasks, speaking as one in voting matters.

Section 3 Term of Office

- a. The term of office will be two (2) years beginning January 1st and ending on December 31st. Terms will be staggered to assure continuity within the Board.
- b. No member shall serve more than two consecutive terms in any one office.
- c. Newly elected officers will attend Board meetings as scheduled in the fourth quarter of the fiscal year as nonvoting observers to ensure proper training and a smooth transition period.

Section 4 Vacancies on the Board

- a. A vacancy in the office of President shall be filled by the following order of succession for the duration of the current term: first, the Vice-President; second, the Secretary.
- b. Other vacancies will be filled by appointment by the President subject to approval by the Board at a regularly scheduled Board meeting, for the duration of the current term.

Commented [MR15]: Removed. If both positions were vacated, the Association must hold an election. Therefore, a third option is not required. See item 'c' in this section.

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- c. In the event more than two offices are vacant within a thirty-day period, the remaining Board members will appoint a Nomination Committee to conduct an election to fill those offices within 60 days.

Section 5 Removal of Officers

- a. Just cause may be found to remove an officer from office when:
 1. The duties for that office as enumerated in Article IV, Section 6 have not been satisfactorily performed, or
 2. The officer attempts to establish procedures or policies contrary to the majority of the membership, or
 3. The officer seriously discredits the B & B industry or the Association.
- b. Procedure for removal of an officer
 1. The alleged charges of an offensive act or dereliction of duties shall be brought to the Board in writing by any B & B member in good standing. The contents of the document shall be verified by at least four additional B & B members in good standing who give testimony of agreement with charges by co-signing the document. (*Note: only one person per B & B membership may sign the document.*)
 2. Under direction of the Board, the Chairperson of the Standards and Ethics Committee (or other Board member as appointed by the President) shall review the charge and confirm its veracity. After the research has been completed, the Chair of the Standards and Ethics Committee shall bring the matter before the Board in a full and complete written report. If the allegation cannot be confirmed, the results of the investigation will be shared with the members with whom the complaint originated and the charges shall be dismissed.
 3. Once allegations are confirmed by the Board, the officer will be removed from duties until the matter is resolved.
 4. The Executive Committee must meet to determine need for legal representation prior to determination of next steps, including the step of publicizing the issue to the membership should the officer be asked to and refuse to resign.
 5. If the officer refuses to resign, the Board will take a motion for removal from office to the membership. The vote must pass by a two-thirds majority of the total B & B membership.
 6. Officers who cannot or will not perform their assigned committee responsibilities or elected duties shall voluntarily resign their offices or they will be subject to the removal procedure of this section.

Section 6 Duties of Officers

- a. The President shall:
 1. Preside over all general membership and Board meetings.
 2. Coordinate the administration of the affairs of the Association.
 3. Regularly pick up mail at the post office and disperse, as appropriate. The President may designate an alternate for assistance with this duty.
 4. Operate under the direction of the Board and in accordance with the decisions of the general membership.
 5. Regularly report to the Board all representative actions and correspondence.
 6. Appoint individuals to fill Board vacancies (Article IV, Section 4b).

Commented [MR16]: Moved from duties of the Treasurer to align with coordinating administration as spokesperson to an Association contracted bookkeeping agency

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7. Appoint Ad Hoc Committees (Article V, Section 2)
 8. Appoint B & B members in good standing to chair committees.
 9. Appoint B & B members to represent AABBA on BBAA's Board of Directors.
 10. Represent the Association at meetings of other groups or governmental agencies and the media.
 - a. If unable to attend any specific meeting, the President will appoint an alternate representative in the following order: first, the Vice-President, followed by another member of the Board, followed by a general B & B member.
 11. Declare election results (Article VI, Section 2)
 12. Submit an agenda to the members and Board prior to the Association's business meetings.
 13. Serve an ex-officio member of all committees (Article 5, Section 3).
- b. The Vice-President shall:
1. Perform the duties of the President when absent or unable to serve (Article IV, Section 6b).
 2. Assist the President in the administration of the affairs of the Association.
 3. Succeed to the office of President should it become vacant before the end of a term (Article IV, Section 4a).
 4. Coordinate the schedule of presentations as part of the annual calendar of the Association.
 5. Chair the Program and Education Committee (See Article II, section 2 and article V, section 3).
 6. Present the budget and documentation of procedures for the Program and Education Committee to the Board no later than the fourth quarter meeting of each year.
- c. The Treasurer / Bookkeeping Contractor shall:
1. If a Bookkeeping Contractor provides services to the Association, the Association Board will operate without an elected Treasurer. The Bookkeeping Contractor will serve in an advisory capacity and not in a leadership role. All duties described in this section will apply equally to either a Treasurer or a Bookkeeping Contractor.
 2. Provide up to date, accurate records of Association funds.
 3. Systematically invoice and collect annual dues and fees according to published due dates determined by the Board.
 4. Pay all approved bills and make appropriate reimbursements in a timely manner.
 5. Maintain records of paid and in-kind membership.
 6. Prepare current statements of income and disbursement for each Board meeting and Business meeting, including an annual statement at the end of the fiscal year.
 7. Make all records available annually or as requested for auditing purposes.
 8. Advise the Finance Committee (see article II, section 2 and Article V, section 3) and work with the President to develop a yearly budget for approval by the fourth quarterly meeting of the Board.
 9. Produce the budget and documentation of procedures for the Finance Committee and Board prior to the fourth quarterly meeting of each year.
- d. The Secretary shall:
1. Be responsible for making and distributing minutes of all Board and general membership meetings.
 2. Maintain all correspondence and minutes for the Association.
 3. Complete Biennial reports and updating of State records.
 4. Notify all members electronically of general membership meetings and Board members of Board meetings.

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Commented [MR19]: Updated for application to either Treasurer or contracted bookkeeping service

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Complete Biennial reports and updating of State records....

Commented [MR21]: Moved mail pick up to Presidents job to realign duties

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Regularly pick up mail at the post office and disperse, as appropriate.¶

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Commented [MR25]: Moved from the Treasurer's role to the Secretary's role for alignment. Payment that accompanies reports will progress through the contracted bookkeeping agency or Treasurer as would any transaction requiring funds.

5. Maintain historical records of the Association.
- e. The Membership Chair shall:
1. Provide membership information to prospective B & B members and prospective Associate members and help them with the application process.
 2. Collect information and documents from prospective members.
 3. Maintain the official list of B & B members and Associate members, noting status (e.g. in good standing, not renewed, paid but not Inspected & Approved).
 4. Work with the Treasurer and the Standards and Ethics Chair to maintain current records and membership list, informing Publicity and Website committees of additions, deletions, and changes.
 5. Maintain regular communications as part of member relations efforts to inform members and/or AT/PS of updates in benefits and programs.
 6. Collaborate with the Publicity/Website chair to maintain updated membership information on the website.
 7. Chair the Membership Committee (See article II, section 2 and Article V, section 3).
 8. Present the budget and documentation of procedures for the Membership Committee to the Board no later than fourth quarter meeting of each year.
- f. The Publicity/Website Chair shall:
1. Distribute public service announcements (PSAs) in regard to the Association and its related activities to the media in a timely fashion.
 2. Chair the Publicity/Website Committee and oversee marketing efforts with approval by the Board. (See article II, section 2 and Article V, section 3).
 3. Develop an annual calendar of marketing efforts, including renewals, volunteer activities, and other representations of the Association.
 4. Present the budget and documentation of procedures for the Publicity Committee to the Board no later than fourth quarter meeting of each year.
 5. Manage the social media marketing, including the Association blog.
 6. Oversee updates of information on the website and to electronic lists for communications, social media, and surveys.
 7. Report on statistics describing website effectiveness.
 8. Receive membership additions, deletions, and changes from the Membership Committee and update distribution lists and the website in a timely manner.
 9. Verify invoices from web/tech company(ies) for charges as billed.
- g. Standards and Ethics Chair
1. Maintain record of Peer Reviews.
 2. Schedule Peer Reviews for prospective and renewing members.
 3. Work with the Membership Chair in keeping records of B & B members' Peer Reviews.
 4. With the help and advice of the Standards and Ethics Committee respond to written complaints regarding a member B & B.
 5. Chair the Standards and Ethics Committee (See Article II, section 2 and Article V, section 3).
 6. Request Board approval for any changes in operating procedures.
 7. Present the budget and documentation of procedures for the Standards and Ethics Committee to the Board no later than the fourth quarter meeting of each year.
 8. Submit annual recommendations to the Board regarding alterations and additions to the Peer Review checklist and procedures.
- h. Hotline Chair

Commented [MR26]: Clarification for simplifying management of the organization. The goal is to eliminate duplicate lists and to have a single point of current information from which officers and directors may extract information for completion of their duties (e.g., Standards and Ethics needs a list to determine whose inspection is due; PR Website needs a list to verify all organizations listed on the Association website are current members, etc.)

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Commented [MR27]: 1. Eliminated "Collaborate with the Treasurer to develop invoices, timelines, and collection of fees" to align with changes in administration of activities delegated to the contracted bookkeeping agency

Commented [MR28]: Serving members is a usual duty of Membership but had not been specified in the 2015 AABBA Bylaws (!)

Deleted: <#> Collaborate with the Treasurer to develop invoices, timelines, and collection of fees

1. Coordinate, train, and schedule volunteers to answer the Association Hotline.
 2. Maintain a database and record-keeping procedures for analysis and review of annual Hotline activity.
 3. Give a full report of operations and proposals at the annual Business meetings.
 4. Request Board approval for any changes in operating procedures.
 5. Chair the Hotline Committee (See Article II, section 2 and Article V, section 3).
 6. Present the budget and documentation of procedures for the Hotline Referral Committee to the Board no later than fourth quarter meeting of each year.
 7. Publishes Hotline performance statistics to membership.
- i. Community Service Chair
1. Assist Community Service Committee in coordinating at least two public service activities per year and, if desired, a function to benefit the Association.
 2. Chair the Community Service Committee (See Article II, section 2 and Article V, section 3).
 3. Present the budget and documentation of procedures for the Community Service Committee to the Board no later than the fourth quarter meeting of each year.
- j. Past-President
1. Advise and provide guidance for continuity during the first year of the new president's term.
 2. Act as historian, retaining the story of the Association and its matters of business
 3. Handle other duties as assigned.
 4. Serve for one year.

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Article V -- Committees

Section 1 Standing Committees

- a. Community Service
- b. Finance
- c. Hotline
- d. Membership
- e. Program/Education
- f. Publicity/Website
- g. Standards and Ethics

Section 2 Ad Hoc Committees

- a. Bylaws Committee
- b. Nominating Committee

Section 3 Committee Responsibilities

a. Standing Committees:

1. The Community Service Committee shall:

- a) Be chaired by the Community Service Chair.
- b) Work with the Publicity/Website Chair.
- c) Coordinate at least two public service functions per year.
- d) Work with members and others to co-sponsor Association functions and events.
- e) Develop a budget for the operation of the Community Service Committee.

2. The Finance Committee shall:

- a) Be chaired by the Vice President.
- b) Work with the president to prepare an annual budget on program goals, objectives and request submitted by the committees ready for the Board approval no later than the fourth quarter Board meeting of each year.
- c) Select three people (subject to Board approval) to report on the financial records at the close of the fiscal year.
- d) Seek additional funds for special projects as the need arises at the direction of the Board.
- e) Develop a budget for the operation of the Finance Committee.

Commented [MR29]: Change entered to align with operational changes when working with a contracted bookkeeping agency. The VP's duties would aid in preparation for assuming the role of president.

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3. Hotline Committee shall:

- a) Be chaired by the Hotline Chair.
- b) Establish operating procedures and philosophy and manage the Hotline in a manner that is efficient and equitable.
- c) Coordinate with the Treasurer and Publicity/Website Chair to continually assess the effectiveness of the Hotline and its outreach to the community.
- d) Develop a budget for the operation of the Hotline Committee.

4. The Membership Committee shall:

- a) Be chaired by the Membership Chair.
- b) Implement membership policies of the Association.
- c) Actively recruit new members.
- d) ~~Maintain a~~ current and accurate "**official**" membership list.
- e) Provide "greeters" at General Membership meeting.
- f) Develop a budget for the operation of the Membership Committee.

Commented [MR30]: Sentence edited for parallelism (to start with an action verb)

Deleted: Work with the Treasurer, Membership Chair, Publicity/Website Chair and Standards and Ethics Committee Chair to

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5. The Program and Education Committee shall:

- a) Be chaired by the Vice-President.
- b) Plan and organize speakers and activities for general membership meetings and special events.
- c) Screen those individuals and/or groups seeking to use the Association as a forum.
- d) Continuously provide education resources for bed and breakfast hosts.
- e) Provide special training and mentoring in a timely manner for the beginner as well as classes appropriate for seasoned innkeepers.
- f) Develop a budget for the operation of the Program and Education Committee.

6. The Publicity/Website Committee shall:

- a) Be chaired by the Publicity/Website Chair.
- b) Prepare news releases and/or announcements of meetings, special events and items of interest with appropriate media.
- c) Promote activities to increase public awareness of the Bed and Breakfast industry in the Anchorage area.
- d) Promote the Association through marketing and promotions as approved by the Board.
- e) Develop a budget for the operation of the Publicity/Website Committee.

7. The Standards and Ethics Committee shall:

- a) Be chaired by the Standards and Ethics Chair.
- b) Establish and maintain objective standards of quality inn keeping as guidelines for member homes.
- c) Establish and maintain high standards of business and professional ethics.
- d) Review the checklist of items of review and make recommendations to the Board.
- e) Implement the peer review politics and process.
- f) Establish and maintain appeals and variance procedures.
- g) Establish and maintain an equitable complaint process.
- h) Provide assistance to resolve problems.
- i) Develop a budget for the operation of the Standards and Ethics Committee.

b. Ad Hoc Committees:

1. The Bylaws Committee shall:

- a. Be chaired by the President or designee.
- b. Consist of at least three and no more than five B & B members in good standing including at least one Board member in addition to the President.
- c. Review and propose amendments as needed (Article VIII, Section 3).
- d. Develop a budget for the operation of the Bylaws Committee.

2. The Nominating Committee shall:

- a. Be appointed by the President no later than August 1st of each year.
- b. Consist of three B & B members in good standing that shall not be candidates for election.
- c. Identify and interview potential candidates for office.
- d. Prepare a list of candidates and present these to the Executive Committee.
- e. Oversee the election, in accordance with Article VI, of qualified candidates.

- c. In the absence of sufficient members to serve on a committee, the responsibilities of the committee shall revert to the Board.

Commented [MR31]: Item C entered in keeping with suggestion of Marilyn

Article VI -- Election of Officers

Section 1 Date

AABBA Bylaws Date of revision 1/25 2015, edits incorporated 2/18/16, 2/21/15; edits 5/7/19, 5/14/19, Bd. Rev 5/21/19

All ballots will be distributed no later than November 1. Written results of the election will be given to the President no later than November 30th.

Section 2 Procedure

- a. The Nominating Committee shall compile the list of candidates, prepare the content for ballots to be mailed or distributed by electronic methods, and provide a ballot to all B & B members in good standing no later than October 1.
- b. A write-in line will be available on the ballot for each position.
- c. To be elected a candidate must obtain a simple majority of the ballots cast.
- d. If results are inconclusive, a run-off election will be held within 30 days.
- e. Paper ballots will be counted by a least two members from the Nominating Committee and one board member who is not running for office. Electronic ballots will be similarly verified.
- f. The President will announce the results of the election electronically or at the next membership meeting. The President will notify the winning candidates. Election results will not be revealed prior to the President's announcement.
- g. After counting, ballots will be placed in a sealed envelope or stored electronically and held by the Secretary until the following election. If there is a controversy, the sealed envelope will be opened by the Nominating Committee Chairperson and two B & B members in good standing who were not candidates on the ballot. Election results of electronic ballots will be maintained and accessible for inspection in cases of controversy.
- h. Vacancies mid-term - the President may name a member in good standing to fill the remainder of the term.

Article VII -- Meetings

Section 1 Membership Meetings

- a. The Association will hold quarterly meetings supporting the business of the Association.
 - 1. One meeting, held annually, is specifically designated to conduct business (the Annual Business Meeting).
- b. The Annual Business Meeting is the meeting of record in which results of elections and review of the financial records are provided. Other business that benefits the association is also conducted.
- c. The Association may offer additional sessions focusing on education and events.
 - 1. Association business may be announced but is not the primary focus of these sessions.

Commented [MR32]: Definition added for operations. Minutes of this meeting also enable the Association to change names on bank accounts, update reports and records for the state and federal government. This meeting follows annual elections.

Commented [MR33]: Edited for flexibility in providing member services that meet the desires of the membership. Many events have been planned and poorly attended or canceled. Use of 'may' allows for volunteer effort in line with member demand for services.

Section 2 Board Meetings

The Board will meet a minimum of once per quarter.

Section 3 Special Meetings

- a. Special meetings may be called at any time the Board determines a need. Special Board meetings may be conducted electronically with Secretary or designee recording minutes.

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Section 4 Committee Meetings

- a. Committees designated by the Association will meet at least once per year to establish goals, resulting in a report of accomplishments at the Annual Business Meeting.

Section 5 Quorum

- a. A quorum for the Annual Business Meeting shall consist of ~~51%~~ of the total B & B membership in good standing.
- b. A quorum for all Board Meetings shall consist of 51% of voting Board members.
- c. A quorum for all Special Meetings of the Association membership shall consist of ~~51%~~ of the total B&B membership in good standing.

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Section 6 Percentage, Voting

- a. Votes may be conducted by mail or electronic means.
- b. Votes must be submitted by 51% of the B&B membership in electronic balloting for results to be valid.
- c. 51% of B&B members in good standing participating in person or electronically and voting shall determine outcome of votes, except for amending the Bylaws (see Article VIII, Section 1), the removal of an officer (see Article IV, Section 5b5), changing of membership dues and fees (Article II, Section 3a), and special votes (see b below).
- d. When voting is done by mail or electronic means, ballots will be sent only to B & B members in good standing.

Section 7 Recruiting

At least once yearly, an initiative will be planned to recruit new members and/or provide education for new bed and breakfast hosts. This initiative will be coordinated by the Program Chair and the Membership Chair and will be directed to the public.

Article VIII - Amendments

Section 1 Change

These Bylaws may be amended by a vote of 51% of the B & B members in good standing. Changes will take effect immediately upon passing.

Section 2 Notification

Proposed amendments made by the Bylaws Committee creates the written announcement to all B & B members in good standing of the proposed change(s), which will be mailed or emailed at least 30 days prior to vote.

Outcomes of votes on amendments will be conveyed from the Bylaws Committee to the Board. The President will announce the results to the membership.

Section 3 Review

These Bylaws shall be reviewed annually by the Board. If changes are needed, the Bylaws Committee will be activated.

Article IX -- Parliamentary Procedure_____

Should any parliamentary questions arise, Robert’s Rules of Order shall govern, but shall not supersede the Bylaws. It is recommended that the President appoint a parliamentarian.

Article X -- Dissolution_____

If the Association is dissolved, all assets shall be distributed equally to B & B members in good standing after all outstanding financial obligations have been met.

Final Committee Review January 25 2015
R Gittins, C Valentine, A Rittal, M Rydesky, L Roth (Bylaws Committee)
Accepted and approved by the AABBA Board of Directors on April 19, 2015

History of Review in 2019

Committee: M Rydesky, M Morgan, C Valentine (Bylaws Committee)
Edits compiled for review, may be presented at the May 2019 general meeting and would then be distributed in keeping with Article VII above. Motion to accept changes Jim/Krista on May 21 2019. Committee, please read to assure that my notes are complete - Mary

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